

# LANCASTER CITY HOUSING AUTHORITY

Minutes of the January 20, 2026  
Meeting of the Board of Directors

Meeting #887

## I. Call to Order

Chair Emily Samuel called to order the regular monthly meeting of the Board of Directors of the Lancaster City Housing Authority at 4:36 p.m. on **Tuesday, January 20, 2026. The meeting was held utilizing a video conference platform.**

## II. Roll Call

Ms. Nikolaus conducted roll call. The following members were present:

Emily Samuel, Chair	Present <input checked="" type="checkbox"/>	Absent <input type="checkbox"/>	Excused <input type="checkbox"/>
Michael Sprunger, Vice Chair	Present <input checked="" type="checkbox"/>	Absent <input type="checkbox"/>	Excused <input type="checkbox"/>
Sharon Allen-Spann, Treasurer	Present <input type="checkbox"/>	Absent <input type="checkbox"/>	Excused <input checked="" type="checkbox"/>
Michelle Cain, Secretary	Present <input checked="" type="checkbox"/>	Absent <input type="checkbox"/>	Excused <input type="checkbox"/>
David Cruz, Asst. Treas.	Present <input checked="" type="checkbox"/>	Absent <input type="checkbox"/>	Excused <input type="checkbox"/>

Also, present were: Executive Director, Barbara Wilson, Deputy Director Beth Detz, Jay Ortiz, Facilities and Maintenance Director, Attorney Katelyn Lewis, and Angela Nikolaus, Executive Assistant/HR.

## III. Public Comment

There was the following public comment: None

Approval of Minutes from Last Meeting

- The minutes from the last meeting were approved as presented by Ms. Samuel.  
 The minutes from the last meeting were approved as presented by Ms. Samuel with the following corrections.

Motion to approve by: Mr. Sprunger

Second by: Ms. Cain

Abstained: Mr. Cruz Abstained

Ms. Samuel mentioned that since a quorum of Board Members approved the Slate of

Officers, the motion is approved even with Mr. Cruz abstaining.

#### **IV. Approval of the Treasurer's Report**

The Treasurer's Reports for November 2025 and December 2025 were presented by Mr. David Cruz, Jr.

Questions/Discussion: There were no questions. Ms. Detz mentioned that we usually include a report of higher amount checks. These checks would include payments to HARIE, Eastern Alliance Insurance Group, and Engle-Hambright & Davies, Inc.

Motion to approve November's Financial Report by: Mr. Cruz, Jr.

Second by: Ms. Cain

Approved: Unanimous

Motion to approve December's Financial Report by: Mr. Cruz, Jr.

Second by: Ms. Cain

Approved: Unanimous

#### **V. Executive Director, Deputy Director and Monthly Reports**

**Deputy Directors Report:** See Report. Ms. Detz mentioned that one item on her report relates to Resolution 26-1-1. When asked if there were any questions, there were none. Ms. Samuel asked about the status of the Relocation Project. Ms. Detz stated that the project is running smoothly, especially since the delays are over. Ms. Wilson mentioned that the Housing Authority is grateful to be able to work out all of the kinks. The project should be completed as originally forecasted – by April 2026.

**Director of Housing Choice Voucher Program:** See Report. Since Ms. Kendall was unable to attend the meeting, she welcomes Board Members to email her with any questions. Mr. Sprunger asked how many waiting list letters were sent. He said that it's not a critical question; he's simply curious. Ms. Detz answered that she did not know, but that Ms. Kendall could supply the information.

**Grants and Development Director Report:** See Report. No questions. Since Mr. Otthofer was unable to attend the meeting, he welcomes Board Members to email him with any questions.

**Facilities & Maintenance Manager:** See Report. No questions.

**Executive Directors Report:** See Report. Ms. Wilson asked Ms. Cain if she would comment on the effects of HOTMA on the residents. Ms. Cain said that she hadn't seen that there were any effects. She did say that the everyday changes aren't understood by the tenants. Ms. Wilson mentioned that there have been so many changes since Covid and said that language barriers are a concern. Ms. Cain then said

that with recertifications done three months in advance, it's a good time to explain the changes. Ms. Wilson agreed and thanked Ms. Cain for making that point. Ms. Wilson went on to say that people don't realize tenants are working. Ms. Samuel said she appreciates the conversation and looking at things from Ms. Cain's, a tenant, perspective.

➤ **Resolution: 2026-1-1 Awarded/Approved Amendment to Admission and Occupancy Policy and Housing Choice Voucher Administrative Plan Summary of Changes**

Question/Discussion: Ms. Wilson mentioned that this amendment has not affected many people yet. Mr. Cruz questioned whether this change had been communicated to the residents. Ms. Detz answered that it has, and it has been going well. Residents have been given plenty of notices via letters and in-person meetings. The staff has been diligently working to help the residents. Mr. Cruz went on to ask what happens if there's a discrepancy. Ms. Detz said that the resident talks with the Housing Manager and the Manager goes over the rental calculations with them.

Motion to approve by: Mr. Cruz  
Second by: Mr. Sprunger  
Approved: Unanimous

➤ **Resolution 2026-01-02- Approved Revised Investment Policy Dated January 2026**

Question/Discussion: Ms. Detz explained that the Revised Investment Policy looks at different ways to earn interest. LCHA's Fee Accountant, Roman Kubas, made suggestions and approved the changes to the policy.

Motion to approve by: Mr. Cruz  
Second by: Ms. Cain  
Approved: Unanimous

**Other Business:** An Executive Session was held on December 15, 2025, to discuss a personnel matter.

The Board went into Executive Session at 5:15 p.m. to discuss a personnel matter.

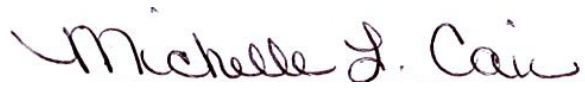
**Adjournment:**

**The next regular monthly board meeting is scheduled for Tuesday, February 17, 2026.**

The meeting was adjourned at 5:45 p.m.

Motion to approve by: Ms. Samuel  
Second by: Mr. Cruz  
Approved: Unanimous

Minutes submitted by:

A handwritten signature in black ink that reads "Michelle J. Cain". The signature is written in a cursive style with a large initial "M".

Michelle Cain, Secretary